



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

1789 W. Jefferson • P.O. Box 6123 • Phoenix, AZ 85005

Jane Dee Hull
Governor

John L. Clayton
Director

April 30, 2002

WORKFORCE INFORMATION MEMO #02-02

SUBJECT: Group Charter and Nominations Process - Policy and Systems Advisory Team

Beginning in February 2002, the Workforce Development Administration (WDA) convened a focus group comprised of several long-standing members of the MIS Task Force and a United States Department of Labor (USDOL) representative. The purpose of the focus group was to examine local area representation among task force members, as well as the role of the task force as an "advisory arm" for systems and programmatic development within the WDA. Recognizing that the role and responsibilities of the task force had become somewhat uncertain under Workforce Investment Act (WIA), the focus group voted to re-establish the task force, and develop both a charter and a nominations process through which the new organization would function. More importantly, the focus group sought assurance that membership in the new organization would reflect the integration of programmatic and systems operations under WIA; that WDA management would facilitate each meeting; and that members of the new organization would be firmly committed to the "Statement of Purpose" outlined in the charter.

The name selected by the focus group for the new organization is the "Policy and Systems Advisory Team" or PSAT. Enclosed is the PSAT charter and nominations packet. The charter delineates the organization's purpose, organizational structure, member qualifications, and method for decision-making. The nomination packet includes information regarding members' term of office and communication of meeting activities to the LWIAs. **Please note that this packet also contains the "Nomination Form" to be used by LWIAs interested in proposing a nominee to sit on the PSAT.** Each LWIA may nominate one or more individuals, and nominees may represent any partner within the One-Stop system, including subcontractor agencies. Completed, signed nomination forms **must be submitted to the Workforce Development Administration, Attn: Pat Gregan, by COB Monday, May 13, 2002.** WDA management will then select up to 19 individuals from those nominated to sit on the PSAT for a two-year term. Those selected will be notified via e-mail by Friday, May 17, 2002.

We strongly encourage *every* Local Workforce Investment Act (LWIA) to submit PSAT nominations. Our state has many workforce development professionals whose expertise would be invaluable to the PSAT, as we try to move forward in improving WIA service delivery throughout the state. Please contact Ms. Pat Gregan, Planning and Program Development Manager, at (602) 542-2490 if you have questions.

Sincerely,

Stan Flowers
Program Administrator (Acting)
Workforce Development Administration

PG:SF:kds

Enclosures (2)

CHARTER

Policy and Systems Advisory Team (PSAT)

BACKGROUND

The Policy and Systems Advisory Team (PSAT) evolved from the Management Information System (MIS) User Group and MIS Task Force as a liaison between the Department of Economic Security and the user community. The Task Force was comprised of Local Workforce Investment Areas (LWIA's) and providers. The MIS Task Force began in 1984, with implementation of the Job Training Partnership Act (JTPA). A focus group consisting of Workforce Development Administration (WDA) staff, Task Force members, and a Department of Labor (DOL) representative met beginning in February 2002 to determine the continuing direction/role of the group under WIA.

Statement of Purpose

The purpose of the PSAT shall be to:

- ◆ Provide Local Area user input and make recommendations regarding state policy, procedures, and other aspects of the Arizona Participant Tracking System (P. T. S.).
- ◆ Recommend enhancements to the Participant Tracking System based on changes in the law, regulations, reporting requirements and/or state or local needs.
- ◆ Facilitate development of training that will result in capacity building and continuous improvement of the system and its users.

Communication

Ground Rules for Meetings:

Silence is Golden
No Interruptions
No Revelations
No Sacred Cows
All Team members will do "real work"
Facts are our friends
No finger-pointing

Team Structure

The PSAT shall:

- ◆ Ensure expeditious decision-making and ease of communication, to ensure effectiveness and results.
- ◆ Be limited to 20 individuals, which will include federal, state, and local/provider representation.
- ◆ Represent diverse Workforce Development Areas and entities

Membership

Members of the team must meet the following requirements:

- ◆ Possess comprehensive knowledge and experience with workforce development program operations and the Arizona Participant Tracking System.
- ◆ Be committed to the PSAT's Statement of Purpose.
- ◆ Be nominated for membership by LWIA's and providers. Nominations will be reviewed and selected by the Workforce Development Administration.
- ◆ Serve a term of 2 years, with renomination options.
- ◆ Meet on a quarterly basis, with adhoc meetings held as needed.

Decision Making

PSAT team decisions represent the consensus of members present for conference calls or in-person meetings.

Reimbursement for Services and Expenses

The reimbursement of services and expenses incurred by each PSAT member for regular, quarterly meetings shall be the responsibility of the agency represented by the PSAT member. At its discretion, the state Workforce Development Administration may assist with expenses for additional meetings.

NOMINATIONS PROCESS

POLICY AND SYSTEMS ADVISORY TEAM (PSAT)

The state Workforce Development Administration seeks nominations for membership to the Program and Systems Advisory Team (formerly the MIS Task Force) from among local workforce investment areas (LWIAs). Those nominated for membership to the PSAT shall represent program staff members **and** contracted providers who have distinguished themselves as knowledgeable about the programmatic and systems processes related to participant service. In addition, nominees for PSAT membership shall have a strong commitment to:

- Review materials in advance as appropriate
- Attend meetings
- Provide objective input
- Work toward fulfillment of the team's objectives
- Carry out individual and/or team assignments
- Focus on the PSAT's best interests as an advisory group to the state, rather than on personal or constituent interests

Composition of Membership

Facilitator plus no more than 19 additional members

Term of Participation

Two (2) years for all members, with a possibility of re-nomination to no more than one (1) additional two-year term for those eligible.

Basic Function

With the assistance of a WDA facilitator, committee members work together to set the agenda and serve in an advisory capacity to assist the state in developing sound policies and processes.

Meeting Schedule

The PSAT will meet at least once each quarter via in-person meetings or through teleconferences as WDA activities warrant. Additional meetings/teleconferences may be required.

Communication of Meeting Activities

Committee activities will be documented through minutes taken via a state appointed recorder, and the approved minutes will be distributed to all standing committee members and the program directors of all relevant local areas and contracted providers.

<p align="center">NOMINATION FORM – PROGRAM AND SYSTEMS ADVISORY TEAM (PSAT) COMMITTEE MEMBERSHIP</p>
--

NOTE: If nominating more than one (1) person, please complete a form for each person.

Name of Nominee: _____
First MI Last

Nominee Job Title: _____

Organization: _____
Name

Number Street City/State/Zip Code

E-Mail: _____ **Phone:** _____

Description of nominee's relevant knowledge, skills, and abilities:

Years of Experience With Workforce Development Policies: _____ **Years**

Years of Experience With Computer Information Systems: _____ **Years**

This nomination is submitted with an understanding and acceptance of the commitment that membership on the Program and Systems Advisory Team entails.

Signature of Nominee Date

Signature of Nominee's Date
Program Director

Nominated By Date

Name of Organization Submitting Nomination